

COURSE SYLLABUS—OB 6301: ORGANIZATIONAL BEHAVIOR

Course Information

- ✓ *Course Prefix, Number, Section:* OB 6301.5U1 & SYSM 6333.5U1
 - ✓ *Course Title:* ORGANIZATIONAL BEHAVIOR & SYSTEM ORGANIZATIONAL BEHAVIOR
 - ✓ *Term:* SUMMER SEMESTER 2018— MAY 21TH- AUGUST 3rd
 - ✓ *Date/Location:* TUESDAY 6:00pm-10:00pm JSOM 2.717
 - ✓ *UTD Class web site/E-learning:*
<https://elearning.utdallas.edu/webapps/portal/frameset.jsp>
 - ✓ *UTD Coursebook site:* <http://coursebook.utdallas.edu/guidedsearch>
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Professor Contact Information

- ✓ *Name:* Virginie (Ginny) Lopez-Kidwell, Ph.D.
- ✓ *Email:* virginie.kidwell@utdallas.edu*
- ✓ *Temporary Office:* JSOM 2.712
- ✓ *Office Hours:* M-T 5-6pm and 10-11pm (or by appointment**)
- ✓ *My Professional Site:* <http://www.linkedin.com/in/ginnykidwell>
- ✓ *My Academic/Research Site:* https://www.researchgate.net/profile/Virginie_Lopez-Kidwell

* Email is, for me, the most effective means of communication; however, I neither read nor respond to email on a 24-7 basis, but you should expect an answer within 1 business day or less. Please plan ahead!

** Best practice is to email me to schedule a time to meet. This is a shared/temporary summer office, it may be easier to meet in our classroom or another designated space for privacy.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

- ✓ *Enrolled in Graduate Degree*
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Course Description

Organizational Behavior is at the heart of any businesses. Formally, organizational behavior is the study of how individuals relate in the workplace and how groups and organizational structures affect individual behavior. Much of what managers do in modern organizations involves leading, communicating with, and motivating an increasingly diverse workforce. They also design jobs, reward systems, and hierarchies

for accomplishing those tasks. This course is concerned with understanding organizations (and their employees) in order to manage them better and increase their effectiveness. It focuses on helping the future manager better understand the nature and dynamics of social behavior related to organizational performance. It takes an integrated social science approach to enable students to better understand their work environments and the issues that arise from the complex interplay among organizational members. This course explores theories and concepts derived from diverse fields such as psychology, sociology, economics, and anthropology.

Student Learning Objectives/Outcomes

By the end of this course, you should have obtained the knowledge to provide an overview of the fundamental theories and principles of organizational behavior:

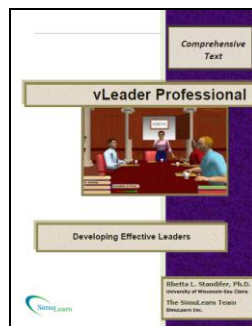
1. Describe and understand the importance of Organizational Behavior.
2. Distinguish between traits, perception, attitudes and behaviors and analyze their impact on organizations.
3. Explain the motivation process and how to design jobs to increase motivation.
4. Identify the causes of stress, and emotions and managing their impact.
5. Describe the various components and functioning of effective teams and learn how to manage conflict and effectively negotiate with others.
6. Understand the challenges of managerial decisions & Identify and recognize different leadership styles.
7. Gain an appreciation for the importance of emotional intelligence, how to navigate the socio-political organizational world, and build strong professional networks.
8. Develop an understanding of ethics as they are related to human values, behavior and approaches to making judgments.
9. Demonstrate an understanding of the sources and consequences of multi-ethnic and multi-cultural diversity and implications for human interactions within and across levels that include intrapersonal, interpersonal, group, as well as organizational and inter-organizational interactions.

Required Textbooks and Materials*

1. *Organizational Behavior, 5th ed. by Colquitt, LePine & Wesson, McGrawHill* ISBN-13: 978-1259545092 ISBN-10: 1259545091. Purchasing this book is required and critical in preparing yourself for the lectures, exams, and assignments. You may purchase the book new, used or rent it (no assignment needed from the digital access, so access code is NOT required, as low as \$45 for rental on Amazon). Be sure to get that edition as the test questions relate to the material covered in that edition (i.e., do not get the newest more expensive 6th edition or much cheaper but older than 5th edition).



2. *VLeader Leadership Business Simulation Software by SimuLearn inc.* In order to complete various assignments, you are required to purchase the VLeader leadership business simulation, by the end of the first week of class, \$99 to be paid online (**However I negotiated a 48 hour discounted price of \$79 that will expire firmly Sunday 05/27 11:59PM**). Direction to purchase the simulation software (you cannot remain in this class if you haven't purchase it by the end of the first week, please email me if you encounter difficulties):
- Browse to SimuLearn portal <http://data.simulearn.net> and Click on Register
 - Enter appropriate details (use a case-sensitive password you can remember), click on Next. **PLEASE WRITE DOWN THE EMAIL (username) & PASSWORD AND BOOKMARK THAT PAGE!**
 - When asked to Enroll, type "Kidwell" in the professor field and click the Enroll button for "OB 6301"
 - 5U2-Monday OR -5U1-Tuesday" **BE SURE TO ENROLL IN THE CORRECT SECTION!!!**
 - Choose whether or not you wish to take advantage of the certificate pre-purchase discount (this is optional not required for class and you may purchase it later but for a higher cost!).
 - Make your payment; you do not need a PayPal account to do this, just a valid credit or debit card.
 - Download and install the software and you may find the workbook saved on Elearning as pdf. Technical Support is at: <http://simulearn.freshdesk.com> If you run into any technical difficulties to purchase or install software please file a ticket with IT then email me with ticket # and I will personally follow up to be sure any issues that arise are taking care ASAP.

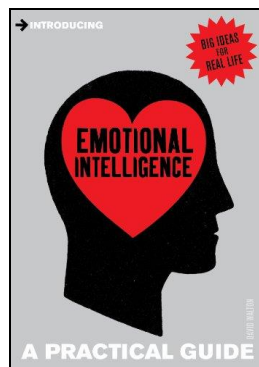


3. *Reflected Best Self Exercise (RBSE)*. RBSE is available for purchase (\$15 for one copy/each student must have its own copy) with a credit card on the website

<https://reflectedbestselfexercise.com/products/rbse-in-education>, select “student”. You need to complete the order form, and pay for your copy (keep your email receipt as you will need to show that to me). Upon completing the purchase process, you will be provided with a PDF file by me (the company will walk you through an online experience you may use but for the assignment deliverable you must read the direction I will post and I will provide you with the pdf as well upon verification of your purchase), and are authorized to save and print one copy. Please do not share the document each student must buy a copy because of copyright law. This will be required to complete one of your assignment. For general information: <http://positiveorgs.bus.umich.edu/cpo-tools/rbse/>



4. *Introducing Emotional Intelligence: A Practical Guide* by David Walton, MJF Book ISBN 9781848314382. This book is required to help you complete and enhance some of your assignments. You may find it online (ie. Amazon, Google book...) for less than \$10, you may get a hard copy or ecopy as you prefer.



**Please note the above material has been carefully selected to enhance your learning experience. I also always keep in mind the cost, feel free to rent or get a used copy or ebook when available, or even share the textbook. The estimate total cost is \$150, which is about the cost for ONE new textbook.*

Suggested Course Materials: Please email me for suggestion for additional readings based on your specific interests, needs, and likes as the semester progresses. I will also provide you with a list of suggested readings beyond this class, by the end of the semester.

Assignments & Academic Calendar

ASSIGNMENTS

ONLINE INTRODUCTION (0 points – Mandatory, 1 item): Due the second week of second week of class on Elearning only and not in person (for both section alike). You will introduce yourself to the class via Elearning discussion board, direction may be found online.

QUIZ (400 points – 40%; 4 items): There will be a total of five quizzes on part 1 to part 5 held online. I will only count the best 4 grades out of 5. This means if you did well enough in the first 4 quizzes, you do not need to take the last one, quiz five is thus optional. Or this means if you miss one quiz, you just need to be sure to take the remaining 4 quizzes. Please always take the practice quiz first to ensure your computer and connection is working fine. Once you start, you must finish within 60 minutes, you can only see one question at the time and you cannot go back, these are meant to be closed book, meaning you will NOT have the time to search for the answer as you are taking the test. Each quiz will consist of 25 questions multiple choices each worth 4pts for a total of 100pts covering the key concepts of each section. There is no make up for missed quizzes. Each quiz window due date CANNOT be reopened.

REFLECTED BEST SELF EXERCISE (150 points – 15%; 1 item): Born from empirical research from University of Michigan's Center for Positive Organizational Scholarship, the Reflected Best Self Exercise™ (RBSE™) uses stories collected from people in all contexts of your life to help you understand and articulate who you are and how you contribute when you are at your best. With this new insight, you will feel immediately strengthened and connected to others, experience clarity about who you are at your best, and refine personal development goals to be your best-self more often. The RBSE™ guides you step-by-step through the process of identifying potential respondents, making the request for feedback, creating your a priori best self-portrait, analyzing your reflected best-self stories, creating a new, reflected best self-portrait, and translating that portrait into proactive steps for living at your best. Detailed direction for the RBSE paper to submit can be found on ELearning. You should NOT wait the week this is due to get started as this assignment is a multi-part process. No make up for missed or late submission after the due date.

TEAM ONLINE DISCUSSION POST (150 points – 15%; 4 items): There will be a total of five TEAM online discussion posts regarding each scenario of the business simulation (for which you must complete FIRST the given simulation scenario using the given software) and also some questions related to the book Emotional Intelligence A Practical Guide. I will only count the best 4 grades out of 5. This means if you did well enough in the first 4 discussion posts, you do not need to take the last one. Or this means if you miss one of them, you just need to be sure to take the remaining 4. I may deduct points for any unprofessional post. Each post will be worth 25 pts, graded on the team effort, quality and completion. Direction on how to post your team answer will be given on Elearning (you will post team answers, as well as comment on another team thread, you MUST

complete both part to get credit). No make up for missed or late submission after the due date.

TEAM LEADERSHIP BUSINESS SIMULATION PAPER* (200 points – 25%, 1 item): You will be randomly assigned to a team of TWO students by the third week of class. You will have to meet regularly with your teammate (class time is planned to allow for easy coordination), and go over each simulation scenario. Over the semester you will compete 5 simulation scenario on your own, and further answers discussion questions online on with your teammate (see above), and last you will write as a team term paper regarding this simulation and also answer some questions related to the book Emotional Intelligence A Practical Guide. More guidance will be given during week 3 and thereafter, as well as a team contract will be signed by both members to ensure all parties are aware of the deliverable, expectation and timeline. No make up for missed or late submission after the due date for the team paper.

*Because team project often creates the well-known issue of “free riding or social loafing”, a number of precautions are taken:

1. While the final paper is team based, recall each simulation scenario are required to be completed by each teammate, such that you must complete each scenario log in on your own account and post your own response to each online discussion (on your team thread).
2. Team contract will be signed by both teammates, so all parties are aware of their roles and expectations.
3. At any time until 07/16(week 8/3rd Team Meetings completed) if you chose to complete the final paper alone I may allow some exception, you will need to email me to notify me of your decision: a detailed explanation as to why you choose to complete the final paper alone, what conflict resolution, warnings, and discussions have taken place already with your teammate regarding the issues. I will then review your request and speak with both party and make my final decision. If I approve the request, each teammate will have to complete the final paper alone only using your own work and not any shared work. You will lose the 5pts of team minimum score based (see details in paper). THIS SHOULD BE USED AS LAST RESORT NOT FIRST & AFTER SEVERAL WARNING OF THE ISSUES TO YOUR TEAMMATE!
4. At the end of the semester, you will submit an optional peer evaluation for your teammate if you carefully considered, he/she did NOT complete their fair share of the work or did NOT respect the team contract. You will answer two questions: (A) based on the overall semester long interaction and participation of teammate X for this team project, you feel he/she deserve only: 90, 85, 80, 75, 70% of the team final paper grade (rating below 70% should have realistically use option 2) and (B) Provide a detailed reasoning for your choice? If I approve the rating based on your detailed reasoning, I will take the team average peer evaluation of your four teammates and adjust your final paper grade accordingly. In sum, if everyone is happy with everyone else’s team performance ,you will not need to do the peer evaluation and you will all get the same 100% team paper grade. PREFERRED CASE!

Last by completing this simulation which is a recognized leadership training, you will have the opportunity, if you wish, to get a certificate and enabling you to list this training on your resume. This is NOT required to obtain for this class as the assignments are enough to complete the course requirements; but I would recommend you review and consider the certificate as this will be an additional training skill you may display in your resume. In case you do obtain the certificate and list this training in your resume, be sure to be prepared to talk about it during an interview, do NOT list something you can *use to promote your strengths for the position or company you are interviewing with!*

EMOTIONAL INTELLIGENCE A PRACTICAL GUIDE (Part of ONLINE DISCUSSIONS & TEAM PAPER ASSIGNMENT): Three decades of research on emotional intelligence (EI) shows this is a crucial skill for professional and personal success. Unfortunately, we hardly received any formal training on how to increase our EI. The business simulation, RBSE, as well as this interactive book all have for goal to help you raise your level, no matter where you are starting at! You will use this book to further answer the ONLINE DISCUSSIONS AND TEAM PAPER. You will not only submit a simple summary but more importantly you will answer several interactive questions as presented in the book. The goal is to reflect, implement and experiment the various advices given in this practical guide on EI to enhance your level by the end of this class. You will have the opportunity to measure your level of EI (from a published and validated scale at the beginning and again at end of the semester). The interactive nature of this book will require some time to reflect upon and/or implement to help you develop your EI and further answer the DISCUSSIONS AND PAPER.

CLASS ATTENDANCE, ACTIVITY & SIMULATION (100 POINTS-10%; 8 ITEMS): Class Attendance will be assessed through of variety of “class activities” to be conducted during classes, to keep you engaged with the class material and simulation work. Those are graded on merit only, meaning attending that class and participating into the activity. You are all awarded with the maximum of 100pts at the start of the semester. If you miss more than two (unexcused) classes (1 lecture/ 1 simulation), you will lose 12.5pts for each additional missed class. Recall we have 6 lecture classes (including week 1 which I do not count absences for as drop/add is still in effect), and 4 simulation classes to work during class time on the simulation, online discussion, and final paper with your teammate. Note, you may need additional time to meet outside class time to work with your teammate as needed, but plenty of time will be allotted during Simulation Classes and I will be there to assist and guide you.

EXTRA CREDIT: There will be one opportunity for extra credit by participating into a volunteer research study. More information will be available from week 2 and afterward. If you do not wish to participate into this study but still would like an opportunity for extra-credit, an alternative assignment (i.e., research paper to write) will be offered, please email me for details by week 3. Participation in the study or alternative assignment will only earn extra-credit and not impact otherwise your grade in this class. After the last survey I will tell you more about this project itself as it relates to OB.

COURSE CALENDAR

Week #/ Date	Topic/Learning Objectives	Student Tasks/Assignment
<p style="text-align: center;">0</p> <p>Sec U2. MO 05/21 Sec U1 TU 05/22 LECTURE</p>	<p style="text-align: center;">CLASS INTRODUCTION</p>	<p>Read Carefully the Syllabus & Review Elearning site; Get all material & Sign up for the Simulation by <u>Sunday 05/27</u> (Discounted Price Expired 05/27!)</p>
<p style="text-align: center;">1</p> <p>U2. 05/28 U1 05/29 MEMORIAL DAY</p>	<p style="text-align: center;">PART 1: INTRODUCTION</p> <p style="text-align: center;"><i>NO IN-PERSON CLASS: DUE TO MEMORIAL DAY THIS WEEK, CLASS WILL BE HELD ONLINE ONLY</i></p> <p style="text-align: center;">C1: What is Organizational Behavior C2: Job Performance C3: Organizational Commitment</p>	<p>Read Chapter 1-3 (Textbook) Mandatory: <u>Online Introduction</u> (due on Elearning <u>Sunday 06/03</u>) <i>Work on Best Self Reflected Experience</i></p>
<p style="text-align: center;">2</p> <p>U2. 06/04 U1. 06/05 LECTURE*</p>	<p style="text-align: center;">PART 1: INTRODUCTION (CONT.)</p> <p style="text-align: center;">Review Class Introduction Discuss C1-C3 Material Vleader from SimuLearn Introduction: Vleader Framework & Meet You Teammate <u>Team Meeting 1</u> Take Survey 0!</p>	<p>Read Chapter 1-3 (Textbook) Read p. 7-25 (Simulation Workbook) Read <i>Introduction to EI</i> (p.1-33/Introduction) Class Attendance</p>
<p style="text-align: center;">3</p> <p>U2. 06/11 U1. 06/12 SIMULATION*</p>	<p style="text-align: center;">PART 2: INDIVIDUAL MECHANISMS</p> <p style="text-align: center;"><u>Team Meeting 2</u> Complete Learning the Principle Review Discussion 1 Review Team Term paper <i>Workbook Material, Discussion, Q&A Simulation Introduction</i> Take Survey 1!</p>	<p>Read p. 7-25 (Simulation Workbook) & Read <i>Introduction to EI</i> (as asked per assignment) Class Attendance Online Discussion Post 1 & Quiz 1 (both due on Elearning <u>Sunday 06/17</u>) <i>Work on Best Self Reflected Experience</i></p>
<p style="text-align: center;">4</p> <p>U2. 06/18 U1. 06/19 LECTURE</p>	<p style="text-align: center;">PART 2: INDIVIDUAL MECHANISMS (CONT.)</p> <p style="text-align: center;">C4: Job Satisfaction C5: Stress C6: Motivation Discuss C4-6 Material Debrief Simulation Introduction & Preparation Scenario 1 and 2</p>	<p>Read Chapter 4-6 (Textbook) Read p. 26-100 & 178-209 (Simulation Workbook) Class Attendance</p>
<p style="text-align: center;">5</p> <p>U2. 06/25 U1. 06/26 SIMULATION</p>	<p style="text-align: center;">PART 3: INDIVIDUAL CHARACTERISTICS</p> <p style="text-align: center;"><u>Team Meeting 3</u> Vleader from SimuLearn Scenario 1 & 2: Communication-Leadership-Tension <i>Workbook Material, Discussion, Q&A Simulation Scenario 1/2 & BSRE</i> Take Survey 2!</p>	<p>Read p. 26-100 & 178-209 (Simulation Workbook) & Read <i>Introduction to EI</i> (as asked per assignment) Class Attendance Online Discussion Post 2 & Quiz 2 (both due on Elearning <u>Sunday 07/01</u>) <i>Work on Best Self Reflected Experience</i></p>

Week #/ Date	Topic/Learning Objectives	Student Tasks/Assignment
6 U2. 07/02 U1. 07/03 LECTURE	PART 3: INDIVIDUAL CHARACTERISTICS(CONT.) <i>C7: Trust, Justice and Ethics</i> <i>C8: Learning & Decision Making</i> <i>C9: Personality and Cultural Values</i> <i>C10: Abilities</i> Discuss C7-C10 Material Debrief Simulation Scenario 1 & 2 & Preparation Scenario 3	Read Chapter 7-9 (Textbook) Class Attendance Best Self Reflected Experience (due on Elearning Sunday 07/08)
7 U2. 07/09 U1. 07/10 SIMULATION	PART 3: INDIVIDUAL CHARACTERISTICS(CONT.) <u>Team Meeting 3</u> Vleader from SimuLearn Scenario 3: Power-Ideas-Conflict Resolution <i>Workbook Material, Discussion, Q&A Simulation Scenario 3</i> Take Survey3!	Read p. 101-149 & 210 -221 (Simulation Workbook) & Read <i>Introduction to EI</i> (as asked per assignment) Class Attendance Online Discussion Post 3 & Quiz 3 (both due on Elearning Sunday 07/15)
8 U2. 07/16 U1. 07/17 LECTURE	PART 4: GROUP MECHANISMS <i>C11-C12: Teams</i> <i>C13-C14: Leadership</i> Discuss C11-C14 Material Debrief Simulation Scenario 3 & Preparation Scenario 4 & 5	Read Chapter 11-14 (Textbook) Class Attendance
9 U2. 07/23 U1. 07/24 SIMULATION	PART 4: GROUP MECHANISMS (CONT.) <u>Team Meeting 4</u> Vleader from SimuLearn Scenario 4 & 5: Organizational Culture & Change <i>Workbook Material, Discussion, Q&A Simulation Scenario 4/5 & Final Paper</i> Take Survey 4!	Read p. 150-177 & 222-243 (Simulation Workbook) & Read <i>Introduction to EI</i> (as asked per assignment) Class Attendance Online Discussion Post 4 & Quiz 4 (both due on Elearning Sunday 07/29)
10 U2. 07/30 U1. 07/31 LECTURE	PART 5: ORGANIZATIONAL MECHANISMS C15: Organizational Structure C16: Organizational Culture Debrief Simulation Scenario 4 & 5 & Performance reveal! <i>Class Conclusion</i> <u>Team Meeting 5</u> Take Survey 5!	Read Chapter 15-16 (Textbook) Read <i>Introduction to EI</i> (as asked per assignment) Class Attendance Optional Online Discussion Post 5 & Quiz 5 optional if satisfied with first 4 scores (both due on Elearning Wed 08/01) Team Term Paper (ONE per team on Elearning Friday 08/03)

***Notes:**

- i) Please come to each class prepared by doing the reading ahead of class. In addition to the reading listed in this syllabus, additional articles may be posted on Elearning for that week to enhance your learning. **LECTURE:** no laptop allowed (unless specified), we will review, discuss and engage with the material for which you must have prepared ahead of the class vs. **SIMULATION:** Bring your laptop with simulation software installed, as well as seat with your teammate, we will apply the concepts we are studying via the simulation scenarios. I will answer any concerns, questions and lead discussions to you engage with the material, review the online posts (due at the end of the week for enough time to process the experience and further play additional rounds as needed), and discuss your final paper (due at the end of the semester but best prepare over time with each scenario).
 - ii) The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor. Due dates listed on Elearning supersede due dates listed in this syllabus, this means if there are any discrepancies due dates on Elearning are the one to respect.
 - iii) **Recall attending the correct day for the section you are enrolled in: SECTION 5.U2 MONDAY OR SECTION 5.U1 TUESDAY BOTH SECTION 6-10PM.**
 - iv) UTD Summer 18 Academic calendar:
https://www.utdallas.edu/academiccalendar/files/Academic_Calendar_Summer_2018.pdf
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Grading Policy

Please find below Student evaluation and Course Scale

STUDENT EVALUATION	POINTS AVAILABLE
Online Introduction	MANDATORY
Quizzes 40%	400pts
Reflected Best Self Exercise 15%	150pts
Team Online Discussion Posts 15%	150pts
Team Leadership Business Simulation Paper 20%	200pts
Class Attendance & Activity 10%	100pts

Total Possible Points (100%)	1000 pts

Final Point Total	Letter Grade
>900	A
800-899	B
700-799	C
600-699	D
<599	F

Course & Instructor Policies

Appeal Procedures: Students are treated as consistently as possible, and no student receives preferential treatment over another. Your grade reflects the above explained evaluation. I handle the process of assigning grades with great care and deliberation. You may file any appeal with me within 1 week period once an assignment is returned.

Statement regarding potential academic dishonesty: Academic dishonesty (e.g., cheating and plagiarism) will not be tolerated and will be dealt appropriately according to procedures in accordance to UT Dallas policy. All allegations of scholastic dishonesty will be submitted to the Office of Judicial Affairs who will determine guilt or innocence. If a determination of guilt is found, at minimum a grade of zero will be recorded for the assignment in question.

Course Communication: I will post all class announcements, schedule, changes, readings, assignments and teaching materials to E-learning. It is your responsibility to check the web site and your UT Dallas email. I will use only your UT Dallas email account for all correspondence. If you miss a class, you are responsible for getting the notes/assignments/class updates from another student. Email is the best way to reach me, email me at virginie.kidwell@utdallas.edu. Do not message me via Elearning as I do not get notification of those message so be sure to use my regular email. Be sure to list your section in the subject, I have over 100 students including both section!!!

Professional Behavior: You are expected to come to class prepared (e.g. readings & assignments done before class), to be attentive, engaged and act professionally. No electronic devices of any sort will be allowed during class (including Phone, Tablet, Computer and alike) unless as directed by the instructor. Thank you in advance for your cooperation! This means the following behaviors are inappropriate:

- a) Talking while I am presenting material in class or while other students are participating in class discussions;
- b) Interrupting me and your fellow students by arriving late for class;

- c) No cell phone or any other digital devices are permitted in this class (unless otherwise specified). Please note: no texting! No facebook and alike social network sites! NO EMAIL! NO INTERNET! If you are not respecting these rules, you will be asked to leave the class. This may seem extreme but this is the best option for enhancing your learning experience.
- d) Doing outside work, reading non-class material, studying for another class, sleeping, etc.
- e) Last I welcome healthy debate however disagreements in points of view should not be made in an antagonistic or derogating manner.
- f) Coming in class late or leaving class early (more than 10 minutes) without getting approved first by me.

If I feel you are disrupting the learning process of your classroom peers and/or my teaching, you will be asked to leave. If you are asked to leave more than 1 time in a semester, you will receive a one-letter grade deduction for your semester average. If you are asked to leave more than 2 times you will be dismissed from attending this class and reported to the proper university channel to handle such disruptive behaviors, and received appropriate consequences for your semester grade.

Questions: When you don't know something or are confused about a particular topic, assignment, or anything related to this class and your progress, do not hesitate to ask me in class or outside of class. I cannot help you if I am not aware there is an issue to start with!

Student's Progress: You will be able to access all of your grades in the course via the Elearning course website. Please Note: the instructor for this course, I reserve the right to retain for pedagogical reasons any student's test, or any work submitted by the student.

Written Assignments: Written work must be prepared in a professional manner. It is to be clearly written (typed, 12pts, single spaced, Times New Roman font, 1 inch margin and include a cover page stating your class/section, assignment title and your information, be sure to number your responses accordingly to the question asked, do not copy the text of question only the corresponding number and type your answer below!).

Special Accommodations: It is the policy and practice of UT Dallas to make reasonable accommodations for students with properly documented disabilities. However, written notification from the Office of Student Access Ability (OSA) is required. If you are eligible to receive an accommodation and would like to request it for a course, please discuss it with an OSA staff member and allow at least one week's advanced notice. OSA is located in the Student Services Building, suite 3.200. They can be reached by phone at (972) 883-2098, or by email at disabilityservice@utdallas.edu.

Agreement to the Terms of the Syllabus: This syllabus should be considered a contract, whereby you agree to abide by the terms and requirements within this syllabus.

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same: *“As a Comet, I pledge honesty, integrity, and service in all that I do.”*

UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University’s policies and procedures segment of the course syllabus. Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.